



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

April 10, 2009

John Dickinson, Sr. Manufacturing Manager  
3-Par Data Inc.  
5070 Brandin CT.  
Fremont, CA 94538  
[John.Dickinson@3PAR.com](mailto:John.Dickinson@3PAR.com)

Transmitted by E-Mail

Dear Mr. Dickenson:

RE: FINAL MONITORING VISIT REPORT for 3-Par Data – ET070346

Date of the Visit:	03/23/09
Beginning/Ending Time:	2:00 P.M. – 3:00 P.M.
Date of Last Visit:	12/10/08
Visit Location:	Company facility in Fremont, CA.
Persons in attendance:	Julie Sabar, H.R. Manager at 3-Par Data Inc.; Robert Jackson, ETP Analyst
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	05/01/07 – 04/30/09	Agreement Amount:	\$48,600
Training Start Date:	08/02/07	No. to Retain:	27
Date Training must be Completed:	01/30/08	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	100

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ETP (04/15/05)

### **FINAL REPORT SUMMARY:**

The Agreement was executed on May 1, 2007 and training began on August 2, 2007. Your staff reported that all training was completed on September 18, 2008 which allows for the ninety day retention period to be completed within the term ending date of the Agreement –April 30, 2009.

ETP approved one Agreement modification on March 17, 2008, which extended the contracts term by one year from April 30, 2008 to April 30, 2009.

While reviewing the project file, Mr. Jackson observed he made a visit to your new company site on December 10, 2008. During that visit Mr. Jackson, ETP Analyst, learned that the relocation of the company and a priority on business was responsible for the company's low rate of training. Training was observed and interviewees were interviewed during that visit. Unfortunately, Mr. Jackson missed drafting a report covering that visit where he found 3 Par Data met ETP's regulations. However, no actions are required.

### **INTERVIEW WITH RANDY GAST, VICE PRESIDENT OF OPERATIONS**

- What barriers, if any, did your company experience in implementing your ETP project? Mr. Gast responded, "Finding time to get the training in done while growing less than sixty percent in the year."
- What problems, if any, did your company experience with ETP record keeping? Mr. Gast responded, "No issues with record keeping."
- What assistance could ETP have provided that would improve the process for future Contractors? Mr. Gast responded, "No problems occurred, ETP representative was available as needed."
- How did your company benefit from the ETP training? Mr. Gast responded, "The ETP program allowed us to do training that would have ordinarily would not have taken place. The benefits include having better trained personnel and improvements in efficiency."

### **Breakdown and discussion of expected earnings:**

According to your ETP records at the time of this final meeting, you expected to retain a total of seventeen trainees whom have completed the ninety day retention period (sixty-three percent of planned retentions) for a total reimbursement of \$12,078, (twenty-five percent of the encumbered amount). The figures listed here do not account for any drops that may occur. Ms. Sabar stated that the closeout invoice will be submitted by May 30, 2009.

Current records show that 3-Par Data has received no progress payments. Mr. Jackson, ETP Analyst reminded Ms. Sabar that the closeout invoice should be submitted no later than thirty days after the end term date of the Agreement. Your Analyst provided details on submitting information for any employees that may have gone on to work for other employers in California and provided information on special considerations in the invoicing process concerning possible drops from the ETP program prior to invoicing. Mr. Jackson also reminded Ms. Sabar about utilizing ETP's new help desk if any issues arise during the final invoice process.

### **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Trainees Started Training:	25	Completed Retention:	17
Dropped Following Enrollment:	0	In Retention Period:	0
Completed Minimum Hours for reimbursement:	17		

Completed Training:	17		
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### **ATTENDANCE ROSTERS & RECORD KEEPING:**

During the monitoring visits conducted by your ETP Analyst, two hundred seventy hours of electronically logged training hours (forty percent) were reviewed and contrasted with hard copy rosters maintained at your company's facility. Mr. Jackson found your record keeping was in order and meets ETP's requirements.

### **AUDIT:**

3 Par Data Inc. will be notified in writing if this agreement is selected for an audit. The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

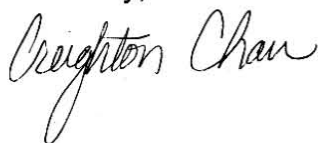
### **RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four years from the date of the termination of the Agreement or three years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

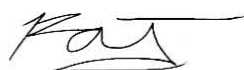
### **IN CLOSURE**

Please contact Robert Jackson, ETP Analyst, at (650) 655-6936 or email [rjackson@etp.ca.gov](mailto:rjackson@etp.ca.gov) within ten working days if there are any questions or comments.

Sincerely,



Creighton Chan, Manager  
San Francisco Bay Area Regional Office



Robert Jackson, Analyst

San Francisco Bay Area Regional Office

cc: Brian McMahon, Executive Director  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor 4/20/09